

# ROYAL COLLEGE OF PSYCHIATRISTS

## OFFICER JOB DESCRIPTION

<b>JOB TITLE:</b>	Chair, International Division
<b>TERM OF OFFICE:</b>	4 years
<b>RESPONSIBLE TO:</b>	President
<b>WORKING WITH:</b>	
<b>Governance</b>	President & other International Division Officers
<b>Management</b>	International Liaison Manager
<b>RESPONSIBLE FOR:</b>	The corresponding International Division
<b>ELECTED/APPOINTED:</b>	Elected
<b>TIME COMMITMENT:</b>	½ day per month

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### JOB PURPOSE

To represent the members of the International Division within the College and externally. To articulate the views of the International Division to the International Advisory Committee (IAC).

### KEY RESPONSIBILITIES

1. To act as a representative, and articulate the views, of the International Division on the International Advisory Committee (IAC) and to keep the International Division Executive(s) up to date with items discussed at IAC.
2. Develop a strong working relationship with the Vice Chair and Financial Officer.
3. Maintain regular communication with the International Liaison Manager.
4. Provide an annual report to the International Advisory Committee of key developments and activities in the Division.
5. To work with the Finance Officer to submit to submit a plan of activities and a budget to IAC and Council for the International Division for the forthcoming year.
6. Monitor the Division's finances with the Financial Officer, International Liaison Manager, and Vice Chair.
7. Initiate and develop working relationships with the Chairs of other International Divisions.

8. To attend the International Divisions business meeting during the College's annual International Congress, or to arrange for another Officer of the International Division to attend in their place.
9. Establish and maintain a mechanism for welcoming new members to the International Division and to maintain regular contact with all members of the Division.
10. Liaise with Director of Membership Relations and /or the Chief Executive re management issues including staff matters and involvement in appraisals.
11. Promote College Initiatives within the International Division including, but not limited to, the Volunteer Scheme, the establishment of MoUs and the MTI scheme.
12. Undertake any other work related to the job purpose, as required.

September 2020